

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST IV –
Field Ministry Coordinator

SALARY GROUP: B20

DEPARTMENT: Rehabilitation Programs Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Steven Gaddis DATE: 5/04/2015

POSITION #: 045341

I. JOB SUMMARY

Performs highly complex consultative services and technical assistance work within the Chaplaincy Field Ministry program. Work involves planning, developing, and implementing a major agency program; and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates and works with staff in planning and developing the agency field ministry chaplaincy program; develops program policies, procedures, standards, and manuals; and coordinates and plans assignments and activities for the Field Ministry Program.
- B. Coordinates the recruitment, training, and supervision of chaplaincy field ministers; coordinates the field ministry application process; assists in the selection of candidates for the seminary program; and assists in the process of removal and reinstatement of offenders from the program.
- C. Establishes and maintains the Field Ministry Theological Library, providing research tools for field ministers in the areas of counseling, mentoring, worship, bible teaching, grief counseling, tier walking, and sermon preparation; and provides technical assistance to field ministers in conducting worship services, in sacramental ministry, and in counseling offenders on religious problems, personal issues, crisis intervention, grief, and institutional adjustment.
- D. Coordinates the review and evaluation of service delivery system methods, outputs, activities and trends to identify gaps in resources and recommends and implements improvements to resolve technical issues.
- E. Maintains liaison with unit administration, departments, outside organizations, staff, and chaplaincy headquarters; provides information regarding field ministry mission, activities, and services; and communicates the program objective to community religious and civic groups and members of the local clergy.
- F. Prepares program correspondence, statistics, and reports; and maintains required chaplaincy records, files, and other documentation.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Doctoral degree from a seminary or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Ministry, Divinity, Religious Studies, a Behavioral Science, or a related field and two years full-time, wage-earning ministerial experience or equivalent with documentation from supervising clergy

or

Master's degree from a seminary or university accredited by an organization recognized by the CHEA or by the USDE. Major course work in Ministry, Divinity, Religious Studies, a Behavioral Science, or a related field and three years full-time, wage-earning ministerial experience or equivalent with documentation from supervising clergy

or

Bachelor's degree from a seminary or university accredited by an organization recognized by the CHEA or by the USDE. Major course work in Ministry, Divinity, Religious Studies, a Behavioral Science, or a related field and five years full-time, wage-earning ministerial experience or equivalent with documentation from supervising clergy. Each year of experience as described above in excess of the required five years may be substituted for thirty semester hours from an accredited seminary or university on a year-for-year basis

or

graduation from an accredited senior high school or equivalent or GED and nine years full-time, wage-earning ministerial experience or equivalent with documentation from supervising clergy. Thirty semester hours from a seminary or university accredited by the CHEA or by the USDE may be substituted for one year of experience on a year-for-year basis.

2. Correctional, correctional chaplain, or correctional ministry experience preferred.

B. Knowledge and Skills

1. Knowledge of religious beliefs and practices of various faiths, groups, and denominations.
2. Knowledge of professional literature and resources.

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3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill in problem-solving techniques.
7. Skill in public address.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill in individual and group counseling.
10. Skill to organize, assign, and review the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.